

(Agency Letterhead)

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Beginning with W-2's issued for calendar year 2012, the Office of State Uniform Payroll (OSUP) is offering **active** employees the option to self view and print their W-2 in Louisiana Employee On-Line Services (LEO) in lieu of receiving a paper W-2 form via the United States Postal Service (USPS).

Participation is optional for all active employees:

- If you are actively employed and wish to take advantage of the new W-2 on-line self view and print option you must provide consent in LEO by **Monday, December 31, 2012**. 2012 W-2's will be available in LEO for viewing and printing by **mid-January**.
- If you do not provide consent by the required deadline, you revoke your consent, or you do not wish to use this service you will continue to receive a paper W-2 Form through the United States Postal Service. All paper W-2 Forms will be mailed **Thursday, January 31, 2013**.
- Once consent is given it will remain for all future reporting periods unless you revoke the decision or separate from employment. To revoke your consent, you **must** do so in LEO by the December 31, 2012, deadline for the 2012 reporting year.
- Employees who separate from state service in 2012 do **not** have the option of receiving their W-2 on-line but will receive a paper W-2 through the United States Postal Service. Paper W-2 Forms will be mailed **Thursday, January 31, 2013**.

Participation is fast, easy and no cost to you:

- To provide consent, revoke consent, and view and print your W-2 you simply have to sign on to LEO using your active password. Follow the step by step guidelines provided to you in LEO.
- To view and print your W-2 you will need an internet connection, web browser, access to LEO with an active password and Adobe Acrobat software.
- There is no cost to you for this service; however, receiving your W-2 faster may give you a head start on completing your annual IRS tax filing and, if applicable, any refund may be received sooner.
- Once the W-2's are available in LEO (**by mid-January**), you may view and print your W-2 as often as needed at no cost to you.

Duplicate W-2 Information:

- After providing consent in LEO, an employee may still request a paper Form W-2 by contacting their agency's EA/HR department and completing the OSUP Request for Duplicate W-2 Form F037.
- Duplicate W-2 copies for active employees not choosing the on-line self view and print option will be available in LEO beginning February 1.
- Separated employees needing a duplicate copy of their W-2 should contact their EA/HR department to complete the OSUP Request for Duplicate W-2 Form F037. Duplicate W-2 requests for separated employees will not be processed until February 11, 2013.

You must maintain your current contact information in LEO or through your EA/HR department. This will allow for all notices and updates to be provided to you regarding your paper W-2 and W-2 on-line self view and print options.

The Division of Administration will continue to inform you, through your agency, of all required information regarding the W-2 on-line self view and print option, deadlines, and/or contact information changes.

We encourage you to make your election by the December 31, 2012 deadline.

If you have any questions regarding this process, please contact [agency contact name] at [phone #].

Sincerely,

Payroll Department/Human Resources Department